

Issuing and Receiving Punch Card Ballots

Identify Elector & Issuing Ballot

**Never leave the
ballot box unattended**

Receiving the Ballot Card

Voter must state his name and address to the clerk in charge of the Election Record Poll Book and sign their name before receiving the ballot

Check Remarks column for any notations

A challenge made in the Remarks column requires that a voter sign the "Oath of Challenged Person" before receiving a ballot - Record "Sworn" in the Remarks column

"Registered By Mail ID Required" - Before the voter can be issued a ballot the must present a form of identification

See "Attention Mail-In Registrants placard posted in polling place

When identification is provided, issue the ballot(s) and write "Verified" in the Remarks column

Record Ballot sequence number in the Election Record Poll Book as directed by the County Clerk

Stamp ballot with official election stamp and issue official ballot and write-in secrecy envelope when a voting booth is available

Never allow a voter to wait with an official ballot in hand - they may bend or tear it

The operation of voting shall be secret - the elector must retire to a vacant voting booth and mark their ballot according to the posted instructions and place the ballot in the write-in secrecy envelope

The elector states their name and address and presents their ballot, within the secrecy envelope to the election clerk

The clerk removes the ballot stub, being careful not to remove the ballot card from the envelope and deposits the envelope with ballot card in the ballot box

An elector may deposit the ballot themselves if they insist

Ballot stubs are bundled in sets of 25 for deposit into voted ballot stub envelope and return to the County Clerk when the polls close

After the ballot has been accepted, record in the Election Record Poll Book that the elector has voted

Announce the elector's name loudly enough to be heard by the poll watchers